



# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** Restructure of Board Committee Meetings, Changes to Dual Noticing of Committee Meetings as Special Board Meetings, and Revised Board Calendar  
**From:** Molly MacLean, General Counsel  
Adriane Mertens, Communications & Public Affairs Manager  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** January 21, 2025

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**TYPE OF ACTION:**    X    Action                                  Information                                  Review and Refer

**RECOMMENDATION:** Based on recent Board Direction, take the following actions:

1. Restructure the Board standing committees to eliminate the Communications & Water Efficiency Committee, integrate these topics into other Board and Committee agendas, rename the Operations Committee the Planning Committee to recognize a broader scope, and implement revisions to the Board Handbook to reflect these changes;
2. Implement changes to the District’s practice of dually noticing Board committee meetings as special board meetings to scale back dual noticing to the Operations (Planning) and Watershed Committee Meetings, as well as those Finance & Administration Committee Meetings addressing budget planning and end of year Financial review (March, April and September meetings in 2025); and
3. Adopt an updated 2025 Board Calendar changing the day of the Operations (Planning) Committee Meetings to the fourth Tuesday of the month (with exceptions as needed), eliminating the Communications & Water Efficiency Meetings, and noting which committee meetings will be dually noticed as special board meetings

**SUMMARY:** At the December 17<sup>th</sup> Board of Directors’ meeting, the Board discussed the District’s practice of dual noticing Board standing committee meetings as special Board meetings. It was requested at that time that staff bring this issue to the Board Retreat on January 14, 2025 along with an item to allow discussion of possible restructuring of the Board committee meetings. The Board adopted the 2025 Board calendar at the December 17<sup>th</sup> regular Board meeting, but acknowledged that changes to the committee meeting and dual noticing may necessitate changes to the 2025 Board calendar that could be adopted once these issues had been fully considered.

**DISCUSSION:** Standing committees are created by the Board of Directors to provide a venue for routine and regular consideration of items within a specific subject area. The Board currently has four

standing committees, two that meet monthly and two that meet quarterly. At the December 17<sup>th</sup> Board meeting, It was suggested that a restructure of the committees might be considered. By renaming the Operations Committee to the Planning Committee and expanding the scope of this committee, it could accommodate regular reports from the District's Water Use Efficiency Team. It was also discussed that Communications information could be presented as a component of various District projects and work, rather than as a stand-alone subject. Based on Board discussion and direction at the Board Retreat on January 14<sup>th</sup>, staff proposes that the Communications & Water Efficiency Committee be eliminated and that the subject matter of this committee be integrated into other board and committee meeting agendas. Specifically, staff proposes that the water use efficiency reports be provided at the Operations Committee meetings on a quarterly basis. Additionally, staff proposes that the Operations Committee be renamed and slightly expanded in scope and that it be entitled the Planning Committee to indicate a broader range of topics, including water use efficiency. Further, the Board also provided direction to staff to change the day of the Operations (Planning) Committee meetings from Fridays to Tuesdays, to accommodate greater participation and attendance by District staff.

The Board also resumed its consideration of dual noticing at the January 14<sup>th</sup> Board Retreat. The Board recognized benefits of dual noticing but also noted that the practice was divergent from other public agency practice. Ultimately, the Board provided direction to staff to return to a regularly scheduled Board meeting with a proposal for a hybrid model that would continue the practice of dual noticing for the Operations (Planning) Committee meetings and the Watershed Committee meetings, but to change the noticing for Finance & Administration Committee meetings, with exceptions for items of broader interest, specifically, budget planning and the end of fiscal year financial report. Based on this direction, staff considered the months where these items would occur and proposes to continue dual noticing for the Finance & Administration Committee meetings in March, April and September. An approval of this item by the Board would change the dual noticing for all other Finance & Administration Committee meetings.

Lastly, while the Board proceeded to adopt a 2025 Board calendar prior to the end of 2024, as prescribed in the Board Handbook, the Board recognized that, dependent upon the conclusion of the above actions, the 2025 Board Calendar would need to be amended to reflect any changes. Based on direction from the Board, staff has prepared an updated 2025 Board Calendar to eliminate the Communications & Water Efficiency Committee meetings, shift the Operations (Planning) Committee meetings from Friday to the fourth Tuesday each month, with exceptions noted, and to note which of the committee meetings will be dually noticed and which will be noticed only as committee meetings (FAC Committee meetings, with three exceptions).

The Board may consider and take action on each of these items in turn.

**ENVIRONMENTAL REVIEW:** Not applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

1. Updated 2025 Board Calendar

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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General Counsel's Office



**Molly MacLean**  
General Counsel



**Ben Horenstein**  
General Manager